

Recognition of Prior Learning (RPL) application form

Applications for RPL are assessed in line with SIBT RPL policy available on the website. For further information, please click [here](#)

RPL application CHECKLIST REQUIREMENTS:

- Fully completed RPL form (Part A, C (Unit/s previously completed) and D and
- Certified copies of academic transcripts/results and
- Certified copy of Letter of Completion or Certified copy of Graduation Certificate, and
- Certified copies of unit outlines for those units that form the basis of claim for credit. Unit outlines must include a detailed (weekly) summary of the unit content, year completed, number of class hours and assessment completed, and list of textbooks and reference(s).
- Completed ALL fields of the table in PART C (STUDENT TO COMPLETE ONLY) for each unit in which an exemption is being sought. Exemption submission via email only to exemptions@sibt.nsw.edu.au.

IMPORTANT INFORMATION:

- A. To gain exemptions for a Diploma program you must have studied and passed units in an equivalent qualification or a higher level of qualification (Bachelor) level program. Conceded passes will not be accepted.
- B. The maximum number of units approved as exemptions allowed at Foundation or Diploma level is four (4).
- C. A student who enrolls in an Advanced Diploma may apply for an additional two (2) units as exemptions, when they have completed 8 Diploma units.
- D. Applications received after week 1 will only be considered for the next session. Students cannot apply for RPL of units they are currently enrolled in.
- E. Applications will be assessed within 20 working days. Assessment of equivalence is based on the Australian Qualification Framework. Applicants will be notified of the final outcome.
- F. Please note that incomplete documentation provided will not be processed.
- G. All documents provided must be in English or certified English translations.

NOTE: IT IS A REQUIREMENT THAT ALL FIELDS IN THIS FORM BE COMPLETED ELECTRONICALLY

| Part A-Student Information: Student to Complete | |
|---|-------------------|
| Student Name | Date of Birth: |
| Student ID: | Email ID: |
| Telephone: | Mobile: |
| Intended or Current Program at SIBT: | |
| Intended University to study: | Intended Program: |
| Part B-Documents provided : OFFICE USE ONLY | |
| Provider/Issuing Institution: | |
| Academic transcript(s): | |
| Graduation certificates/Completion letter: | |
| Unit guides: | |

| Part C – Advanced Standing Assessment | | | | | |
|---|-----------|-----------------------------|--|--|-----------------|
| STUDENT TO COMPLETE ONLY Units previously completed (STUDENT to complete) | | | OFFICE USE ONLY RPL application outcome/decision (SIBT ASSESSOR to complete) | | |
| UNIT ID | UNIT NAME | SEMESTER and YEAR COMPLETED | APPROVED SIBT UNIT ID | Decision Rationale if <u>NO UNIT</u> is approved | ASSESSOR'S NAME |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Part D – STUDENT DECLARATION and SIGNATURE:

- I have read and understood the above information regarding SIBT exemptions process and requirements.
- I declare that all the information provided on this form is correct and complete. I understand that my application will not be processed if this form is not fully completed and not signed.
- I am currently not enrolled in units for which I am seeking exemption (s).

Applicant Name: _____ Date: _____

Agent's business name: _____ Agent full name: _____

Agent contact details: _____ Date: _____